

Booking Instructions for non-UCD users

1. Open the booking link you have received from UCD.
2. Click 'Book' (to the right of the event you wish to attend), and you will be directed to 'Add to basket'.

Note: if you want to buy more than one, you can 'Add Additional Items' on the next screen.

Please note that if you do not already have a UCD Connect account, you now need to create an account to complete your booking.

You can use this login to manage your booking(s) afterward.

3. Select 'Create a New Account'.

The screenshot shows the 'Add to basket' page on the UCD InfoHub. At the top, there is a navigation bar with links for 'UCD Home', 'News and Opinion', 'Key Dates', 'Events', 'UCD Directory', and 'UCD Connect'. The UCD InfoHub logo and tagline 'My services & information portal' are also visible. The main heading is 'Add to basket', followed by a sub-heading: 'You must login with an Existing Account or create a New Account to access this page.' Below this, there are two columns. The left column is titled 'If you have a UCD Connect Account' and contains a 'Log in with UCD Connect' button and a 'Forgot UCD Connect Password' link. Below this is a section for 'Don't have a UCD Connect Account?' with input fields for 'Email, UCD ID or Username' and 'Password', and 'Log in' and 'Forgot Password' buttons. The right column is titled 'Create a New Account' and contains a brief description: 'Creating a new account is easy and only takes a minute - you will be asked for name, contact details and a password.' and a 'Create a New Account' button.

4. Please complete the form to set up your account (required fields are indicated with a red asterisk).



Create a new Account

If you are a UCD student, alumnus or staff member then you should login using your existing account by clicking [here](#).

Please enter the details requested below:

* indicates a required field.

First Name*	<input type="text"/>	Also known as 'Given Name'
Last Name*	<input type="text"/>	Also known as 'Family Name' or 'Surname'
Email Address*	<input type="text"/>	
Password*	<input type="password"/>	Must be at least 10 characters long and include a minimum of 1 lowercase letter, 1 uppercase letter and 1 number.
Re-enter Password*	<input type="password"/>	
Mobile Number	<input type="text"/>	Also known as 'Cell Phone Number'
Phone Number	<input type="text"/>	

5. You will be directed to a confirmation page, and your account details will also be sent to the email address provided.
Click '*Continue*'.

6. You can then verify the event details, date and venue of your event.
Click '*Confirm*' to complete your booking.



You have chosen the following option.

Booking Centre Training - Introductory level

Date: Wednesday 21 June 2023 at 11:00

Venue/Location: Zoom

Please click on button below to confirm:

7. You have successfully booked your place. You are directed to the confirmation page, and will also receive an email confirmation of your booking.



IT Services - InfoHub Training

Thank you for selecting your option.

You will receive an email shortly confirming the details.

[Return](#)

Remember, you can use the same login details to manage your booking(s) later.

- To log in again as a non-UCD user, use the 'Don't have a UCD Connect account' option in step 2 above.